

Invitation for Bid:

Bid # 3160000976

Instructions and Special Conditions for Sale of Used Tires

Purpose: The purpose of this invitation for bid is to establish an agency contract for the Sale of Used Tires.

Term & Renewal of Contract: The term of the contract shall be for a period of twelve (12) months. Upon mutual agreement by both parties, the successful bidder shall have an option to renew up to four (4) additional twelve (12) months.

Bid Opening: Bid(s) will be opened publicly, Monday, May 23, 2016, at 2:00 p.m. local time, in the Procurement Department, 4th Floor, Room 402, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216.

Instructions to bidders: All vendors must be registered with the State of Mississippi. If not registered, please go to <http://www.mmrs.state.ms.us/vendors/index.shtml> to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "[State of Mississippi Supplier Registration](#)". If you need instructions on how to register, click on the supplier training tab. Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:

MS Department of Finance and Administration
P.O. Box 1060
Jackson, MS 39215-1060

Or

MS Department of Finance and Administration
501 North West Street, Suite 701-B
Jackson, MS 39215-1060
Phone: 601-359-3538
Fax: 601-359-5525
Email: ofinmagic@dfa.ms.gov

Bids must be submitted and received on or before, May 23, 2016, 2:00 p.m., local time. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of bid must be submitted in an envelope or package clearly marked with the information listed below to the address listed below:

*MS Department of Public Safety
Procurement Department
4th Floor, Room 402
Bid # 3160000976 Sale of Used Tires
1900 East Woodrow Wilson Avenue
Jackson, MS 39216*

Vendors are encouraged but not required to submit one electronic copy through the Mississippi's Accountability System for Government Information and Collaboration at <https://portal.magic.ms.gov/irj/portal> which must include all information requested in this invitation for bid. No costs or expenses associated with providing this information in the required format shall be charged to the MS Department of Public Safety. All required documents must be submitted. It is the responsibility of the vendor to verify that all of the requirements for submitting the bid have been fulfilled. Bids not received in compliance with this requirement will be rejected. Facsimile or e-mail bids will not be accepted.

Online learning instructions on how to submit your bid electronically, can be obtained by logging onto the Mississippi Management and Reporting System website at www.mmrs.state.ms.us/vendors/index.shtml, next, click on "Supplier Training" and last, select the LOG820 Supplier Self-Service Course link and then "Launch Course."

If you have any questions regarding this invitation for bid, please contact Betsy Toles by phone at (601) 987-1467 or Sonya Toaster at (601) 987-1305. You may email Betsy Toles at btoles@dps.ms.gov or Sonya Toaster at stoaster@dps.ms.gov. The MDPS reserves the right to reject any and/or all bids and to waive all informalities

**Bidder
Responsibility:**

The bidder must, upon request of MDPS, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of the specifications. MDPS reserves the right to make the final determination as to the bidder's ability.

Invitation to Bid:

All information requested on the Invitation for Bid Form must be completed.

Quantity:

The estimated total number of tires to be sold is 70-100 tires about every four to six weeks. The exact total number of tires sold is not known. The MS Department of Public Safety does not guarantee that the agency will sell any specified total.

Firm Bid Price:

Prices quoted shall be firm for the first twelve (12) months of the contract. Price decreases for used tires may be considered, upon mutual agreement by both parties, during the renewal of this contract for an additional twelve (12) months being effective of tat extension year. Requests for price decreases from the vendor shall be submitted no later than October 1, of the extension year.

Requests for decrease in price per used tire shall be in the form of a letter from the successful bidder. This letter shall indicate the bid file number, the new price(s) for each item for which a change is being requested. Enclosed with the letter requesting a price decrease shall be a copy of the manufacturer's notice of market changes which would cause a change in pricing, when applicable. The manufacturer's notice shall identify the product(s) by brand name. Upon such receipt of such requests for price decrease the Mississippi Department of Public Safety reserves the right to approve or disapprove the request and will notify the contractor prior to the propose effective date. If approved, the new pricing will take effect on the effective date set on the contract.

Increase in price per used tire can be submitted at any time during the contract term.

**Confidential
Information**

Confidential information shall mean all materials, documents, and data furnished to the successful bidder. The successful bidder shall provide to the MS Department of Public Safety a letter that the successful bidder agrees to protect all confidential information. Any liability resulting from the wrongful disclosure of confidential information on the part of the successful bidder shall rest with the successful bidder.

Award Criteria:

The award will be made to the best bid or bids. Factors to be considered in determining the best bid include.

Bottom Line Figure
Conformity with specifications
Responsibility of the bidder

Award:

An award will be made to the best bid.

Notice of Award: Upon completion of the bid evaluation process, the MS Department of Public Safety will mail letters to the vendor or vendors who submitted the apparent best bid meeting specifications.

Delivery: The successful bidder will be required to retrieve all used tires within 3 to 5 business days of being notified to retrieve used tires.